

## **Sample Employer Letter to Support SSI/SSDI Claim**

August 3, 2005

Disability Determination Services  
P.O. Box 9999  
Everyplace, USA

Re: Jones, Jane

To Whom It May Concern:

Ms. Jane Jones was hired as an aide at our nursing home and worked here from 2000-2003 in a full-time position. During the years that Ms. Jones was here, she had to take a significant amount of medical leave. However, because she was so well liked by the staff and patients here, we granted such leave. During the last year, she was unable to do her work without someone with her virtually at all times. She would often become confused and needed help completing her assigned duties on time. Initially, other staff were more than willing to pitch in with Ms. Jones as she was very sweet, pleasant, and appreciative. However, over time, it became impossible for us to keep providing this amount of support, and we had to let her go. We were sorry to have to do this.

If you have further questions, please call me at 640-782-9876.

Sincerely,

Clara Barton, RN  
Nursing Supervisor